

May 12, 2021

Following discussion with Carol Niewola, Senior Aviation Planner NHDOT Bureau of Aeronautics

Things we must do:

Comply with Uniform Guidance 2 CFR 200.

Things we should not do:

It would be improper to go back to the written qualifications to make the decision at this point.

It would be improper for the BAA members, who did not see the actual presentations, to vote again on the selection.

Prescribed path forward:

1. BAA (all members present) should vote to establish the Final Selection Committee which should consist of individuals who have participated in the full process until now, including witnessing the presentations and interviews on May 5, 2021. BAA should vote to establish the Final Selection Committee to include the Airport Manager who has participated in the full process, has met on site with all teams and who will work directly with the selected firm. BAA members who were not able to participate in each step, including the presentation/interviews should not participate in the final selection.
2. Final Selection Committee will conduct a second interview consisting of a limited number of questions (3 to 4). Each firm will be asked the same questions.
3. The Committee will deliberate with the intent to make a final selection.